



STUDENT EMPLOYEE MANUAL



**Published by:
Career Services and Financial Aid
Division of Academic Affairs**

Updated August 2011

TABLE OF CONTENTS

BENEFITS OF WORKING ON CAMPUS	2
ELIGIBILITY FOR STUDENT EMPLOYMENT	2
AM I ELIGIBLE FOR FEDERAL WORK-STUDY	2
WHAT IS COMMUNITY SERVICE WORK-STUDY	2
HOW MANY HOURS CAN I WORK ON CAMPUS.....	3
HOW MUCH CAN I EARN	3
HOW DO I GET PAID	3,4
GENERAL RESPONSIBILITIES.....	4
SERVICES FOR STUDENTS WITH DISABILITIES	4
PROBLEMS WITH SUPERVISOR	5
DISCRIMINATION COMPLAINTS.....	4
SEXUAL HARASSMENT POLICY	5
STUDENT STANDARDS.....	5
DRUG-FREE WORKPLACE POLICY.....	6
DRIVING 15-PASSENGER VANS	6
OTHER PART-TIME JOB OPPORTUNITIES.....	6

Working at The Rock

HOW CAN I BENEFIT FROM WORKING ON CAMPUS?

Student employment helps smooth the education-to-work transition. Part-time, on-campus work will help you develop skills that you can use in your career. Having worked on campus, you will understand the discipline required of a full-time job and be better prepared to enter full-time employment. Visit the Career Services web site to view announcements on College Central Network. The link to College Central is found at: www.sru.edu/career To apply, follow the application instructions listed in the job announcement.

ELIGIBILITY FOR STUDENT EMPLOYMENT

Special or transient students are not eligible to work on campus.

No student may work for and be supervised by an immediate member of his/her family.

ACADEMIC YEAR: Normally students must be enrolled for at least six credits each semester as a regular SRU student. However, graduate assistants by the terms of their individual contract, may be employed as graduate assistants and only enroll for three credits.

SUMMER: To be eligible for summer student employment a student must be a Slippery Rock University degree-seeking student and meet **one** of the following:

1. Enrolled for at least 6 credits in the spring and at least 6 credits in the following fall semester.
2. Enrolled for at least 6 credits in the summer.
3. Incoming freshman, transfer, or graduate student; offered and accepted admission for the upcoming fall semester.

AM I ELIGIBLE FOR THE FEDERAL WORK-STUDY PROGRAM?

The Federal Work-Study program is a federally funded program that pays students to work on campus. Students must demonstrate financial need as determined by the Free Application for Federal Student Aid (FAFSA) to be considered for FWS. Employers are made aware of students who are eligible for FWS and these students are given priority in the hiring process. This does not mean that you must be eligible for FWS in order to work on campus. In either case, **no student is guaranteed a job.**

WHAT IS COMMUNITY SERVICE WORK-STUDY?

Students who are eligible for FWS may wish to seek employment through the Community Service Work-Study Program. Five areas of the university are a part of this program:

1. Institute for Community, Service-Learning and Nonprofit Leadership 105 University Union (x2092)
2. SGA Inc. Child Care Center, 007 McKay Education Building, (x2102)
3. Robert A. Macoskey Center for Sustainable Systems Education and Research
Harmony Road, 724.738.4050
4. Women's Center, 007E Behavioral Science Building (x2992)
5. Robert N. Aebersold Student Recreation Center, 117 ARC (x4800)

For more information contact the Financial Aid Office.

HOW MANY HOURS CAN I WORK ON CAMPUS?

During the fall and spring semesters when classes are in session, students should not work more than 20 hours per week during the semester.

During breaks and summer months, students may work 7.5 hours per day but may NOT exceed 37.5 hours per week.

Special Note: Students employed in more than one campus location are reminded to monitor their hours to ensure that they do not exceed the recommended 20 hours per week during the semester or 37.5 hours per week during breaks and summer.

HOW MUCH CAN I EARN?

As long as students do not exceed the established number of allowable hours per week for employment on campus, there is no limit set on earnings. This rule does not apply to off-campus employment. Effective July 24, 2009, students are paid \$7.25 per hour. Paychecks are distributed every other Friday.

HOW DO I GET PAID?

Students who have not previously been employed on campus must deliver the required paperwork to Student Payroll, 203 Old Main, in person before their first day of work so they can be placed on E-Time payroll.

Required paperwork:

1. A completed New Hire Form
2. One form of photo ID
3. Checking or savings account information for direct deposit (optional but highly recommended)
4. Students may print and complete forms in advance. The forms are also available in the Payroll Office.

*International students must also produce their passports, I-94 Form, I-20 or IAP66, Visa and Social Security card.

A daily record of time worked must be maintained on the web-based E-Time student payroll system. Go to <http://www.sru.edu/financeandadministrativeaffairs/payroll/Pages/Student.aspx> to find:

- (1) **All forms that you must return to Payroll before the first day of work**
- (2) **Student instructions to navigate your E-Time account.**

Once you have completed and returned the mandatory payroll forms to the Payroll Office, you will be granted E-Time access. Hours posted in e-time should accurately reflect all hours worked. Storing hours and reporting them on subsequent pay periods is not permitted.

*International students must also produce their passports, I-94, I-20 or IAP66, Visa, Social Security card, and Statement of Citizenship Status and Taxation Forms available at International Services.

*Complete W-4 tax forms and an I-9 Employment Eligibility Verification Form are also available in Student Payroll.

*Report any changes of address to Student Payroll.

WHEN DO I PICK UP MY PAYCHECK?

Payday is every other Friday with the exception of holidays. Pay Day Schedule available on line at <http://www.sru.edu/financeandadministrativeaffairs/payroll/Pages/Student.aspx>

WHERE DO I PICK UP MY PAYCHECK OR DIRECT DEPOSIT STATEMENT?

All checks and direct deposit statements must be picked up in the Payroll Office room 203 Old Main on Friday payday. Photo identification is required. Direct deposit statements not picked up will be shredded after a two-week holding period.

Beginning **January 1, 2008** the local tax known as **Emergency and Municipal Services Tax (EMS Tax)** will be changed to **Local Services Tax (LST)**. Act 7 of 2007 has significantly changed this tax to be withheld from your paycheck at **\$2.00 per pay throughout the year** instead of a one-time deduction of \$52.00.

IMPORTANT: Student employees who make less than \$12,000 per year are required to submit the LST Exemption Form with required documentation (prior year's W-2) **before they can be exempt from this tax.** Know that 99.9% of student employees make less than \$12,000. The Payroll Office can assist in the collection of the exemption forms and required documentation from student employees by submitting them as a packet rather than having each individual student go to the local tax office.

Any student, who has already paid the tax as a result of working at another off-campus job, should take a copy of the receipt to Student Payroll, 203 Old Main, to avoid paying this tax again.

WHAT ARE MY GENERAL RESPONSIBILITIES?

Although the university does not have an established dress code, you should dress according to the recommendations of your supervisor.

Your most important responsibility is to do a good job. Explanations of job functions and actual training programs are provided to you from your supervisor. You should ask questions if you are unsure of any aspect of your job.

Handling confidential information about the university, faculty, staff, or students is one of your most serious responsibilities. You should not release this kind of information to anyone without your supervisor's permission.

Please note that student employees must adhere to the SRU Code of Conduct just as any other SRU student. If you violate the Code of Conduct, your employer has the right to report that violation to Student Standards.

SERVICES FOR STUDENTS WITH DISABILITIES

Contact the ADA Director, 122 Bailey Library, Ext. 2203 to request accommodation(s) for a disability. Documentation will be required.

WHAT IF I HAVE PROBLEMS WITH MY JOB SUPERVISOR?

Pressure on student employees and supervisors occasionally results in employment-related conflicts. Usually you and your supervisor can resolve misunderstandings or misinterpretations of student employment policies, procedures, or work practices. In order to minimize conflicts, meet with your supervisor as soon as possible to discuss any problems.

DISCRIMINATION COMPLAINTS

Complaints about discrimination because of race, color, religion, sex, national origin or physical or mental disability should be submitted to the Diversity and Equal Opportunity Office, 305 Old Main.

SRU Sexual Harassment Policy

Slippery Rock University's sexual harassment policy and procedures seek to insure an environment that is free from sexual harassment. Such conduct is costly in human terms and seriously undermines the atmosphere of trust and respect that is essential to work and study for all members of the academic community. All employees, students, and vendors are to comply with both the spirit and intent of federal and state laws and regulations that relate to sexual harassment. The policy extends to all persons visiting the campus.

It should be clearly understood that the university will take action to prevent sexual harassment, including, if necessary, disciplining those individuals whose behavior violates university policy. Discipline may include, but is not limited to, oral or written warning, transfer, suspension, or dismissal. Harassment, exploitation, and intimidation have no place in an educational setting and will not be tolerated.

For more information, the complete Sexual Harassment Policy of Slippery Rock University is available on the Social Equity Web site.

Student Standards

Supervisors are advised to report, in reference to student employees, violations of the SRU Code of Conduct to Student Standards. The Code of Conduct outlines the rights and responsibilities of all students, and it provides a fair process to evaluate and respond to allegations of misconduct. The Code is published in the *Green and White Student Handbook* and can be found at <http://www.sru.edu/Rock1Stop/Pages/index.aspx>

Please note that student employees must adhere to the SRU Code of Conduct just as any other SRU student. If the student violates the Code of Conduct, the employer has the right to report that violation to Student Standards.

Policy for a drug-free workplace

Slippery Rock University is committed to the education and development of students, faculty, and staff regarding alcohol and other drug use. The misuse and dependency on alcohol and other drugs concerns and affects the university community, as well as our society at large.

It is prohibited to manufacture, distribute, sell, dispense, possess, or use any controlled substance in the workplace, on campus, or in any facility owned, leased, or otherwise controlled by Slippery Rock University. This includes, but is not limited to university-related events, programs, or activities that occur on campus and off campus, under authority of the board of governors.

Driving 15-passenger vans

The ONLY time students should be driving University-owned vehicles is when driving the vehicle is a part of the student's job. In the case of Graduate Assistants, the GA's must be assigned this duty in their job description as part of their 17.5 hours of work. Any question as to whether use of a vehicle is permitted must be assessed in terms of what those GA's job duties are as opposed to what the academic requirements are. Please contact Facilities and Planning if you should have any further questions. **All student employees driving university 15-passenger vans must have a valid Pennsylvania driver's license with no suspensions and must attend a one-hour mandatory driving class provided by the Office of Environmental Health and Safety.**

What are some other part-time job opportunities?

The Job Location Development Program is a grant-funded program that offers many advantages for students who are seeking part-time employment while attending college. At the Career Services home page, www.sru.edu/career, a link and instructions are provided for College Central Network under "Find a Job". In addition, the Office of Career Services is always willing to help. Feel free to visit the office at: 124 Bailey Library, e-mail or give us call.



University Web Site: www.SRU.edu

Slippery Rock University is an equal opportunity/affirmative action institution.
A member of Pennsylvania's State System of Higher Education

Career Services
124 Bailey Library
724.738.2028
www.sru.edu/career

Financial Aid
107 Maltby Center
724.738.2044
www.sru.edu/finaid